



## **JOB DESCRIPTION**

Title: **WATER SAFETY INSTRUCTOR P/T**  
Department: Park Center  
Class Code: 9484  
FLSA Status: Non-Exempt  
Effective Date: July 1, 2002 (Revised 07/2005)  
Grade Number: P-5

### **GENERAL PURPOSE**

Under close supervision of the Aquatics Manager plans, organizes, and provides quality swimming and water safety instruction in the Community Center.

### **EXAMPLE OF DUTIES**

- \*-- Plans and organizes personal class teaching outlines, methods and goals that support the general teaching outlines provided by the Aquatics Manager and the American Red Cross Swimming Program.
- \*-- Organizes and directs activities of assigned students in order to provide a high level of quality instruction for all students.
- \*-- Insures that all class students are registered, with a registration card prior to beginning class, are thoroughly involved, are on a first-name personalized basis in meaningful instruction for the two week duration and are in receipt of appropriate certificates and awards as the session concludes.
- \*-- Establishes positive public relations with parents/guardians of class students helping them recognize and understand swimming developments and achievements.
- Resolves simple public complaints in matters related to swimming instruction and refers other complaints to the Aquatics Manager.
- \*-- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Helps organize and assists in the development of special programs, activities or instruction.

- \*-- Completes and submits records and documentation of completed lessons to the Aquatics Manager and the American Red Cross office.
- \*-- Works with the Aquatics Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
- \*-- Maintains an on-going program of personal physical fitness.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Must be at least 16 years of age.
- Must be a high school graduate or currently attending high school.

### Special Requirements

- Must possess Red Cross First Aid Certification.
- Must possess Red Cross Water Safety Instructor Certification.
- Must possess Red Cross CPR certification.

### Necessary Knowledge, Skills and Abilities

- Outstanding aquatic skills and proficiency.
- Ability to demonstrate a pleasing personality and positive/assertive character traits.
- Ability to communicate effectively with children and adults.
- Ability to remain alert, attentive, and responsible.
- Ability to be a team player.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally must aid in the rescue of drowning swimmers. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, and loud when in the facility.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.